

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOE8604358

Date Posted: 12/12/2011

POSITION NO: 240622

Closing Date: 12/23/2011

CLASS CODE: 3641

POSITION TITLE: Head Start Teacher Aide**

DEPARTMENT NAME: NAVAJO HEAD START - Western Navajo Agency

DEPARTMENT NO: 860 WORKSITE LOCATION: Tuba City, Arizona

WORK DAYS/HOURS: POSITION TYPE: GRADE: V56A

Days: M - F

Permanent: ☒

SALARY:

Hours: 8 am - 5 pm

Temporary: ☐

Duration: 9 months \$ Per Annum

Part-Time: ☐

No. of Hrs/Wk: 40 \$ 9.66 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs work of routine difficulty in assisting Head Start Teacher in delivering appropriate comprehensive early childhood development activities and services including assisting with center activities; maintenance and transportation of children; assists teacher with preparation of daily lesson plans and activities; prepares and sets up classroom for the daily activities; assists in teaching personal hygiene and health screenings; sets up morning snacks and assists with socialization, manners, table setting and activities; encourages children to initiate activities or select an activity for participation; assists and implements group activities such as singing, dancing, finger plays, stories, show and tell, etc; works with children and assists them during small motor activities including coloring, painting, cut and paste, stringing activities; completes activity record for each child at end of day; assists with inventory control and supplies; ensures supplies are ready for next day's activities; assists with the transportation of children to and from center; assists with recruitment and enrollment of children.

MINIMUM QUALIFICATIONS:

A high school diploma or GED.

To receive full credit for education and/or experience, submit copies of diplomas, degrees, transcripts, certificates, etc.

KNOWLEDGE AND SKILLS:

Knowledge of federal, state and Navajo Nation regulations, policies and procedures related to preschool instruction and Head Start programs; knowledge of early childhood development; knowledge of Navajo culture and its influence on the daily lives of the children and families; knowledge of maintaining a clean safe educational environment; skill in assisting with planning and providing educational activities to children ages three to five years old; skill in assisting with working with parents, guardians, and volunteers in providing and meeting children's needs.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Work requires lifting up to 50 pounds, bending, stooping, sitting on the floor and actively participating in children's activities; constant exposure to children and their sicknesses or diseases; exposure to chemicals and cleaning supplies.

LICENSE / CERTIFICATION REQUIREMENTS:

Must pass a criminal background check, fingerprinting and employee assessment prior to employment; and must possess a valid state driver's license. Within 90 days of employment must obtain a physical examination, First Aid Certificate, Cardiopulmonary Resuscitation (CPR) Certification, Food Handler's Permit, and a Navajo Nation Vehicle Operator's Permit.

****UNION POSITION**

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 9/18/2006